



Maine Department of Transportation
Direct Hire Vacancy
Public Service Coordinator I
Business and Community Relations Liaison

Bulletin 15-99

CODE: CA28 **RANGE:** 28-Confidential (\$48,505.60 - \$66,726.41 annually)

Value of State-paid Health & Dental Insurance – Effective July 1, 2015

\$370.98 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 20.3% of pay

SEARCH OPENED: September 15, 2015

CONTACT: Kari Gould

CLOSING DATE: September 22, 2015; 4:30 p.m.

TELEPHONE: (207) 624-3068

POSITION TYPE: Permanent full-time **LOCATION:** Augusta

POSITION #: 02500-0194

BUREAU/DIVISION: Executive Office

JOB DESCRIPTION: This position will provide direct support to the Deputy Commissioner and agency senior management staff by advising on public policy, critical internal and external projects and issues between the Department, legislators, inter-agency officials, and community partners (e.g. transportation providers, stakeholder groups, businesses, municipalities, etc.) promoting economic activity in Maine. Responsibilities will include planning, directing, and implementing public relations and informational programs for the Department, analyzing and interpreting data to provide information to management, executive level officials, and legislative advisory staff; organizing and coordinating public relations events and activities; drafting recommendations on the formulation of public relations strategies on large-scale projects; and serving as the Department's representative on key matters (e.g. responding to constituents, municipalities, coordinating outreach efforts with DECD, Maine Municipal Association, Maine State Chamber, etc.)

MINIMUM QUALIFICATIONS: An eight (8) year combination of education, training and/or professional level experience in public/business administration or a directly related area, which includes experience in policy development, analysis and implementation.

SELECTION PROCESS: Applicants must forward a cover letter, current resume, and completed Direct Hire application and copies of post-secondary transcripts/licensing/registration and certifications to: MaineDOT, Human Resources, Attn: Kari Gould, 16 State House Station, Augusta, ME 04333-0016, to be received no later than **4:30 p.m., Tuesday, September 22, 2015.** Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact Kari Gould **at (207) 624-3068** to be interviewed along with certified candidates. Applications are available by calling (207) 624-3050, and on the MaineDOT website: www.maine.gov/mdot

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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